

**UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

AGENDA

CM/ECF Applications Training - Civil and Criminal

Welcome & Introductions

- ▶ Powerpoint
- ▶ Review Handouts
- ▶ Court's website
- ▶ Chambers' e-mail addresses

CM/ECF Administrative Policies and Procedures

Accessing CM/ECF district court training database

Civil Applications

- ▶ Opening a new civil case
- ▶ Summons return
- ▶ Answer to complaint
- ▶ Motions
- ▶ Attachments
- ▶ Certificate of Service

Appeals (Civil and Criminal)

Reports / Querying/ Searching

Criminal Training

- ▶ Notice of attorney appearance
- ▶ Motions
- ▶ Sealed issues

Maintain User Account

- ▶ Utilities Events
- ▶ User Account Information
- ▶ E-mail information